

COEUR D'ALENE TRIBE DEPARTMENT OF EDUCATION

(208) 686-5115 Fax (208) 686-5804 850 A Street - P.O. Box 408 PLUMMER, ID 83851

Direct Employment

This application is for individuals who are enrolled with a federally recognized Indian Tribe, or a Coeur d'Alene Tribe Descendant (when funds are available only), and living on or within a 50-mile radius of the Coeur d'Alene Reservation. This program is designed to assist individuals with work equipment, clothing, etc., to help retain full-time employment. Applicants must have been hired within the last 30 days. An individual can only utilize Direct Employment two (2) times in a lifetime.

Please answer the questions listed:
Where were you last employed?
When were you last employed?
What was your reason for leaving?
For how long were you employed at your previous job?
Please submit the following items to the Coeur d'Alene Tribe, Department of Education: (Applications will not be considered unless all items are turned in and complete).
1. Application/Right to Privacy Form.
2. Employment verification (to be completed by employer).
3. A personal letter of goals and reasons you are requesting assistance.
4. A copy of your Tribal I.D. (or Descendancy Verification) or Certificate of Indian Blood.
5. A copy of your State Driver's License or State I.D. Card (optional).
6. Name of store at which you will purchase your equipment or clothing
7. E-mail Address (if you have one) My email address is:
Please read all forms thoroughly before signing.
Remember: The Employment Verification form must be faxed or mailed directly from your employer The form will not be accepted if you deliver it.

All rules and regulations will be enforced as agreed to by your signature. If you have any questions, please

feel free to contact the Department of Education, EAP Coordinator directly at (208) 686-5115.

Department of Education Right to Privacy Form

Please complete the information below. Return completed form to the Department of Education, Attention: Barbara Jackson, 850 A Street, PO Box 408, Plummer, ID 83851. Application may be faxed to: 208.686.5804.

1. Social Security #:	2. Tribal ID#: _		(if applicable)
3. Name			
Last	First	M.I.	
4. Email:	_		
5. Mailing Address:	City:	State:	Zip:
6. Phone: () (()	_
Home	Cell	Wor	k
7. Birth date: MM/DD/YYYY			
8. Are you currently in High School? Yes	s No		
9. High School or GED (circle one if appli	cable) Graduation Date:		
10. Have you received Higher Education	or Adult Vocational funding in	the past?	
Yes/No/Not Sure (circle one) If y	es, when?		
Under the Federal Privacy Act of 1974 Fe authorization. The authorization for soli 959 (70 stat 986) as amended by P.L. 88-applicant is voluntary, but required to obeligibility for services. The routine use of your training. After completion, parts or consideration. Failure to provide reques	citation of the information on to 230 (77 stat 471.25 U.S.C. 309) stain benefits. The purpose of this information is to evaluate all of the information will be p	this form is 25 U.S.C., Disclosure of the rethis information collection your request and to rovided to employers	13 (42 stat 208) and P.O. 84- equested information by the ection is to determine your assist you before and during a for employment
I have read the above statements and I has specified. I understand that any false I unofficially withdraw without notification assistance provided. I authorize the edu Education, upon request.	information May cause my appon, I will be terminated from the	olication to be disqua ne program and may	lified. I also understand that it be required to refund the
Signature		Date	

EMPLOYMENT VERIFICATION

is employed by/	with	
lame of Employee	Name of Company/Business	
le/She is employed on aFull-Time ba	sis effective on	Date
his position isPermanentPart-Ti	me Forhours per week.	
ob Title:	(attach job description)	
rimary Responsibilities:		
Vhat type of equipment or items is need		
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eparate sheet of paper. Employer's signature: Title of person signing:	Date:	on this paper, atta

(Note: EAP/WIA Policy has been interpreted to define permanent employment as a 12 month commitment or one season for seasonal jobs such as forestry, construction, and farming)